

22 March 1961

FISCAL DIVISION

Policy and Procedure Memorandum No. 2
Amended

1. The after-hour security check procedure for the Fiscal Division is amended to assure required security and that the components of the Division are properly covered by a Security Check Officer. Accordingly, the after-hour security check will be handled as follows:

- a. The Chief of each Branch will be responsible for assigning employees to make a thorough security check of the rooms comprising his Branch immediately after 1700 hours each working day. The checking of the rooms should be assigned so that all employees will have an active part in preserving Branch security. As in the past, it is essential that two employees make the check, one double checking the other. In addition to the security check made by the assigned employees, a final daily check will be performed by the Security Check Officer. The Branch Chief will also be responsible for assigning, on a weekly rotation basis, employees as Security Check Officers. An active part in the checking of the rooms will be taken by the Branch Chief by placing themselves in the rotation schedule. The Chief, Accounting Branch will include in his assignment of Security Check Officers employees from the Office of the Chief.
- b. The security check shall consist of a thorough examination of safes, files, desks, tables, windows, waste baskets, bookcases, floors, etc., to insure that everything is secure and no classified material is left exposed or is filed in an unauthorized place. Security Check Sheets appended to safes and cabinets shall be initialed by both employees making the security check.
- c. The Security Check Officer, in making the final daily check, shall be guided by the instructions on the Security Check Officer List, Form No. 109.

2. There follows a listing of the rooms to be checked by the assigned Security Check Officers:

Office of the Chief and Accounting Branch - Rooms 2401 through and including 2417, 2423 through and including 2427, 2402 through and including 2426. (A total of 25 spaces)

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Travel Branch - Rooms 134 through and including 144. (A total of 6 spaces)

Fiscal Processing Branch - Rooms 228 through and including 232, 2300 through and including 2315, and 2301 through and including 2314. (A total of 19 spaces)

Payroll Branch - Rooms 128, 1301 through and including 1325, and 1300 through and including 1326. (A total of 28 spaces)

3. In order to facilitate the security check and to assure that no classified material is left exposed, the tops of desks, file cases, safes or other equipment must be left bare of unclassified papers and/or supplies of stationery, forms, etc. Such papers, if permitted to be thusly stored, although requiring no protection, are much too susceptible of having intermingled with them classified material which would require protection.

4. If a room or work area (any open bay or wing) is still occupied at the time the Security Check Officer is making his security check, the responsibility for performing the security check of the entire area shall be assigned to the occupant, who shall acknowledge the assignment by signing or initialing Form No. 109.

5. The Chief of each Branch will be responsible for assigning an employee to make a thorough security check of rooms occupied, after any work is performed during an evening period, or on a Saturday, Sunday, or holiday. Any individual who works during such a period is responsible for securing classified and controlled material in the immediate area which he occupied. If more than one individual is working, one shall initially secure the area and equipment used and the assigned employee shall perform the functions of a Security Check Officer.

6. The above security check procedure will become effective immediately.

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